

Job Announcement

Part Time Coordinator for 2008 Governor's Awards in the Arts

Virginians for the Arts Foundation

One East Cary Street

Richmond, Virginia 23219

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Virginians for the Arts Foundation, which works to advance and support the arts in Virginia, will coordinate the 2008 Governor's Awards in the Arts for the Honorable Timothy M. Kaine.

Virginians for the Arts Foundation is seeking a part time contract employee with public relations experience and strong administrative skills to work from December 15, 2007, through October 15, 2008, on coordination for the Arts Awards.

Responsibilities will include:

- publicizing the Awards
- encouraging nominations for the Awards
- working with volunteers from around the state in publicizing the Awards and planning regional celebrations to honor the nominees
- coordinating the meeting of the judges for the Awards
- working with the staff of the Governor on the reception to honor the winners
- publicizing the Award winners
- preparing a final report on the Awards for documentation
- thanking the volunteers and sponsors of the Awards

The contract employee will be paid \$2,000 per month for an average of 20 hours per week.

If you are interested in this position, send a resume with references and cover letter to Patricia Poupore, Executive Director, Virginians for the Arts/Virginians for the Arts Foundation, at the address above by November 1, 2007.